

ENFIELD BOROUGH OVER 50s FORUM

FORUM OFFICE AND DEVELOPMENT MANAGER - PERSON SPECIFICATION

Attributes	Essential	Desirable
Qualifications	Good all round education and IT skills	Education to degree level IT training
Experience	Minimum of three years working and dealing with people	Used to working with a diverse community and older people Experience in dealing with volunteers and the voluntary sector Able to work with/manage an administrative assistant. Experience in working in small organisations
Special Knowledge/Skills	Good verbal and written skills Good communication skills and telephone manner Good IT skills Confidence in addressing meetings	Experience of MS Office – word, excel, access and email Ability to manage simple spreadsheets
Personal circumstances	Self-starter, confident in working with statutory organisations and voluntary groups. Able to attend occasional meetings and events outside of normal working hours	Knowledge of legislation and initiatives affecting older people
Physical requirements	Car owner/driver and able to attend meetings around the Borough	
Attitude and disposition	Patient, polite and friendly manner Commitment to equality	

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	Able to prioritise workloads	
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8.1.2012